

Lake County, Florida

Mitigation 20/20 TASK FORCE

FIRST DELIVERABLE

November 26, 2003

Mr. Hank Erikson, Planning Manager
Division of Emergency Management
Department of Community Affairs
2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100

Re: Local Mitigation Strategy Update, Lake County Florida
First Deliverable

Dear Mr. Erikson:

Transmitted herewith are the required components of the first deliverable in the Local Mitigation Strategy update. The deliverable was prepared, reviewed, and approved by the Lake County Mitigation 20/20 Task Force.

Please contact me at 352.343.988 or Gary Kaiser, Public Safety Director, at 352.343.9458 if you have any questions regarding this transmittal.

Sincerely,

//Signed//
Gregg Welstead
Deputy County Manager

xc. Bill Neron, County Manager
Gary Kaiser, Public Safety Director
Butch Whitehead, Emergency Management Director



Lake County, Florida

Mitigation 20/20 TASK FORCE

First Deliverable

(Due November 30, 2003 — intent: to transmit on November 26, 2003)

DRAFT

FIRST DELIVERABLE SUMMARY

The Local Mitigation Strategy (LMS) TASK FORCE has begun the update process. The bulk of activities in October and November, 2003 has been toward the preparation of the first deliverable. The Group has also begun outlining the specific activities that need to take place for the second, third and fourth deliverables, as this planning also assists in completing the first deliverable.

The first deliverable is primarily a planning task, allowing the TASK FORCE to assess current mitigation efforts and strategies, including public involvement and development of the detailed process that will be used for the remainder of the LMS process.

The first deliverable is due November 30, 2003.

The LMS Task Force kicked off the update effort on October 13, 2003, with widespread attendance (attendance sheet included in this transmittal). Further, the Planning Committee and the Public Information Committee met on October 29, 2003 to develop the bulk of the first deliverable.

In order to meet the first deliverable due date, the LMS TASK FORCE met on November 12, 2003 to finalize the deliverable. Finally, a meeting of the Steering Committee took place on November 25, 2003 to review the efforts of the committees, adopt the first deliverable and direct that it be transmitted to DCA.

The intent of the public involvement effort is to engage the residents, businesses, community leaders, and regional and neighboring communities in the planning process and solicit feedback in the development of the Plan. It is the intent of the Steering Committee to obtain and maintain full participation by all of the municipalities and other affected agencies within the County throughout the process.

The first deliverable is made up of four action items. The action item requirements and the corresponding content and commitment follow:

Action Item 1 - Documentation that public is being given opportunity to comment on Plan.

It was determined that the Planning and the Public Information Committees would be most appropriate to respond to this action item. The following steps were developed by these committees in response to action item 1.

The public involvement component of the LMS update activity will address public involvement in the planning process and solicit feedback in the development of the plan through the following mechanisms:

- City and County Commission and Council meetings. Feedback will be solicited during the meetings or thru comment cards, depending on the format of each jurisdiction's meeting protocol.
 - Wherever possible, there will be at least one advertised update within an already scheduled meeting. The appropriate venue for this would be the County and City council and commission meetings. Separate meetings are not required.
- Education through use of televised local media – cable and local community college television station will be asked to become involved in the process and members of the committee will be made available to participate in televised forums. The Public Information Committee will prepare a formal message for any member of the Task Force to be able to deliver.
 - The schedule for initiating this activity will coincide with release of the draft plan and the start of presentations to City and County commission meetings.
 - Scheduling and frequency will be dependant on scheduling of County and City council and commission meetings and will be designed to ensure feedback is solicited from those residents who did not or who were not able to attend scheduled public meetings.
- Engage press in the planning process
 - Engage newspaper editorial boards in planning process; including, but not limited to committee members drafting articles for local papers.
 - The Public Information Committee will begin meeting with editorial boards in June 2004.
 - Draft articles, or solicit reporter participation directed at specific outlets surrounding City and County commission and council meetings, depending on publication's geographic region and demographic target.
- Websites –
 - A general information website will be available by December 31, 2003. The website address will be:
www.lakegoverenment.com/lms.html
 - The plan will be made available for public review through the Lake County Government website, with partnering agencies committing

to provide links from their website directly to the Plan. A designated e-mail address through Lake County Emergency Management will be available to receive public input. Lake County Government will have the draft Plan in place on the website by August 7, 2004. Partnering agencies will be asked to have designated links to that site at the same time. The draft Plan will be available for public review and comment from August 7, 2004 through September 30, 2004.

Throughout the community feedback process, the local media and press will be used to announce meetings and the website. The Public Information Committee will issue press releases and ensure that proper notification is given to solicit constructive feedback in the process. The Public Information Committee will also work with all presenters to ensure a consistent message is given to the public through media, press and public meetings.

Action Item 2 - Documentation that neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development, businesses, academia and other private and non-profit interests are being invited and encouraged to actively participate in the planning process.

This action item will be accomplished as follows:

- City and County Commission, Council, and School Board Meetings – the same city and county meetings as described in action item 1 can be used to get the message to businesses, academia and other agencies.
- Other opportunities to communicate the Plan and the planning process:
 - Chamber of Commerce, fire chief and law enforcement meetings.
 - Use the Regional Domestic Security Task Force and Quarterly Area 5 Emergency Managers, ESF-8, and East Central Florida Regional Planning Council meetings to advertise our message.
 - Check with local and regional utilities to determine if there is an interest in assisting with getting the word out about the Plan.
 - Local agency and community newsletters – take advantage of newsletters that are already being published. Get the message into those newsletters.
- Surrounding Counties – work directly with LMS Working Groups/Task Forces and/or regional planning councils that are preparing LMS updates for select surrounding counties. Invite a “benchmark” county to come to a future LMS Task Force meeting, especially beginning with the second deliverable.

Action Item 3 – *Documentation, where appropriate, that existing plans, studies, reports and technical information were or are being reviewed and are being incorporated into the Plan. This documentation must include FMA and CRS plans, if applicable.*

This activity is being moved forward by the planning committee. As part of the update process each city within the County will be contacted to ensure that they are reviewing their section of the original plan, identifying what needs to be updated, and establishing a schedule for all the updating to be done and submitted to the Steering committee for acceptance.

The Task Force will use and reference and incorporate all available, existing plans studies, reports, and technical information available. The following information, at a minimum, will be accessed:

- Existing Lake County Local Mitigation Strategy
- Lake County and Municipal Comprehensive Emergency Management Plans
- Lake County and Municipal Comprehensive Plans
- Statewide Homeland Security Assessment
- National Flood Insurance Rate Maps and other supporting studies
- Joint Planning Agreements
- Plans and studies available through the East Central Florida Regional Planning Council and the Withlacoochee Regional Planning Council, and other regional planning documents

The list will be enhanced during the kickoff of the second deliverable activity. In addition to the above, it is assumed that the following activities are necessary and are being initiated with the submittal of this first deliverable:

- Contact all of the cities within the county.
- County and municipal GIS will create a series of mapping products. The Task Force will create a series of county-wide assessment maps by type of risk. The mapped vulnerabilities may include fire, floods, wind, hazardous materials, etc.

Action Item 4 – A description of the planning process that is being used to develop the plan, including how it is being prepared, who is involved in the process, and how the public is involved.

The Local Mitigation Strategy 20/20 Task Force, comprised of representatives from the County, local municipalities and key local agencies and businesses, has been formed and, as reported in the previous action items, is very active in moving forward through the process of defining roles, creating a plan of action and milestones, and working with and for the public in this initiative.

Specifically, standing committees have been created and are actively meeting. These consist of the Steering Committee, a Planning Committee, and the Public Information Committee. All members of the task force have been informed and are available for other sub-committee assignments as may be necessary during the course of this endeavor.

Adoption of the By-Laws and Goals and the key plans enumerated elsewhere are testament to the partnerships, focus, and effectiveness of the task force members. Our paramount concern is to ensure the public is not only aware that mitigation efforts are being defined and pursued on their behalf, but that they are aware of, and have voice in, the development of the mitigation strategy. To this end, the Lake County Board of County Commissioners has approved a website and email account that will be used to increase public awareness and participation. The Task Force 20/20 membership has agreed to link their respective websites to the County website to ensure widest dissemination.